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U.S. Department of Transportation

Connecticut's Interest Free Vanpool Program

First Year Report

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INTEREST FREE VANPOOL PROGRAM

FIRST YEAR REPORT

CONNECTICUT DEPARTMENT OF TRANSPORTATION
BUREAU OF PLANNING AND RESEARCH

In cooperation with the

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL HIGHWAY ADMINISTRATION

JANUARY 1984

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INTEREST FREE VANPOOL PROGRAM

FIRST YEAR REPORT

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Connecticut Department of Transportation
Bureau of Planning and Research
In Cooperation With The
U.S. Department of Transportation
Federal Highway Administration

DISCLAIMER

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SPECIAL ACKNOWLEDGEMENT

The Ridesharing Unit of the Connecticut Department of Transportation's Bureau of Planning and Research would like to specially acknowledge the late E. Darrell Cram , Division Transportation Planner, of the Federal Highway Administration who was instrumental in providing guidance and enthusiastic support for the initiation of this unique program. Mr. Cram's personable qualities on behalf of all of Connecticut's ridesharing efforts will be remembered by all who have been involved in this element of transportation. His contribution is in large measure responsible for the leading role Connecticut plays in the field of ridesharing nationally.

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INTEREST FREE VANPOOL PROGRAM
FIRST YEAR REPORT

ABSTRACT

The Interest Free Vanpool Program, is an example of a joint public/private effort to further the development of cost-effective transportation through ridesharing. The Program was developed and implemented with the cooperation of the Federal Highway Administration, Connecticut Department of Transportation and The Rideshare Company.

The concept of an Interest Free Vanpool Program was originally conceived by ConnDOT and The Rideshare Company and FHWA in order to provide an alternate to existing more costly third party vanpool leasing arrangements. The Rideshare Co. is an area-wide nonprofit rideshare brokerage based in Hartford and working jointly with ConnDOT to promote ridesharing. The Interest Free Vanpool Program operates by the State providing interest free financing, mass purchasing of vehicles while The Rideshare Co. markets, promotes, administers, and monitors the operational vans. This original approach to provide vanpool vehicles to individuals and employers has resulted in the opportunity to acquire vans at the lowest possible cost. These savings are then passed on to the passengers making vanpooling as economically attractive as possible.

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The Program was implemented January 13, 1983. Over the next eleven months 27 vanpools were put into operation. Seventeen vans are being operated by individuals while ten vans are run by four Connecticut employers. The existing Program carries approximately 286 persons per day which removes about 189 automobiles from Connecticut roadways each workday. Using the known average of 67 miles round trip an annual VMT reduction of 2,981,500 miles and 173,800 gallons of gasoline use reduction and 447 tons of air pollution abatement can be attributed to this program.

The Program is highly cost effective. Program participants who receive the vans are required to repay 100 percent of the vehicle cost during the van's programmed life in addition to paying for all operating costs. Using the program round trip average mileage (67) the typical vanpool rider is paying approximately 3.1 cents per mile, for the work trip commute. As the capital costs are repaid, they are returned to an established revolving account, that enables the funds to be utilized again to purchase additional vehicles. The FHWA office is gratefully acknowledged as providing support and credited with obtaining approval from Washington for financing the vans and establishment of the revolving fund.

Participants receiving vans are from a number of different job types. Presently the Program is serving workers in construction, manufacturing, service, educational, and office situations.

The Interest Free Vanpool Program is coordinated with other forms of employee transportation services, by both The Rideshare Co.

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and the Connecticut Department of Transportation. Interested participants are advised and assisted in the vanpool formation and procurement; however, if the minimum number of required riders are not located, direction is given to existing express bus, vanpool, and carpool operations, or they are encouraged to start their own carpool.

The Connecticut Department of Transportation has provided the leadership and commitment to this ridesharing concept. The Department has programmed over $750,000 over the next five years to fund the purchase of vans utilized in the Interest Free Vanpool Program. The Department has committed itself to the implementation of an additional 25 vans during calendar year 1984.

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TABLE OF CONTENTS

	Page
SPECIAL ACKNOWLEDGEMENT	i
ABSTRACT	ii
INTRODUCTION	1
PURPOSE OF PROGRAM	5
DESCRIPTION	7
FUNDING	12
IMPLEMENTATION DELAYS	14
PROGRAM ACCOMPLISHMENTS	17
BENEFITS	20
CONCLUSIONS	21
PROGRAM FUTURE	22
EXHIBITS	23

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INTRODUCTION

Vanpooling in Connecticut had its official start in 1976 when two Connecticut employers purchased several vans equipped to accommodate twelve passengers and made them available to their employees. These pioneers in vanpooling, American Can, Inc. of Greenwich, and Southern New England Telephone Company of New Haven, began a mode of travel in Connecticut which today has become the most economical means to travel to work. Today there are over 1,100 registered vanpools operating in Connecticut saving each of the 12,300 vanpool passengers approximately $740.00 per year in commuting costs. The daily operation of the 1100 vanpools directly or indirectly effect all segments of Connecticut population through reduced consumption of energy (gasoline), reduced traffic congestion on roadways and adjacent to employer parking facilities, reduced employer parking demands, reduced air pollution emissions and reduced vehicle miles of travel on roadways statewide.

As a result of the Arab Oil Embargo of 1973, the Department created the Three Point Program to Reduce Fuel Consumption, Traffic Congestion, and Air Pollution, followed by the Connecticut Commuter Incentive Plan (1976). Since 1973, the Department has actively been promoting ridesharing to State Employees and to Major Employers across the State. Vanpooling has played a major role in the promotional effort.

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In 1977, in order to demonstrate the benefits and the commitment of the State to ridesharing, the Department developed two vanpooling programs. The first of these programs, the State Employee Vanpool Program, put its first van into operation in September of 1978 and today has 92 vanpools in operation. The second program, the Vanpool Assistance Program to Major Employers became operational in April, 1979. Conceived as a seed type demonstration program, this program had a limited duration and is presently being phased out. There were, however, 29 vanpool vehicles distributed to Connecticut employers under the Vanpool Assistance Program. Many of the program's employers and other nonprogram employers have continued and expanded their vanpool programs on their own.

The Department of Transportation, together with private sector employers, supported the development and implementation of two regional nonprofit rideshare corporations in 1980. It was envisioned that a private corporation being funded as a private-public partnership could more effectively provide rideshare services by establishing a regional identity and by being able to respond more quickly and relate better with employer and regional needs. The preceding held true especially when considering marketing and promotional work.

The third-party vanpool program subcontracted by the brokerages did, however, experience difficulties in starting vanpools in the first years of the brokerage's existence. This was due primarily to

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the high interest rates, which were being charged to the vanpool group. The rate at that time was put at one percentage point higher than prime which was in excess of 20%. This resulted in per passenger monthly fees being $10 to $20 higher than area employer sponsored vanpool programs.

In order to combat the high monthly van leasing rates created by the high interest charges, the rideshare brokerage sought assistance from the Department to come up with an alternative to finance the purchase of vans. The rideshare brokerages and the Department discussed and considered various options that could reduce the fares of the vanpool participants. The final decision was to investigate the development of a van purchase program similar to previous state vanpool vehicle acquisition programs utilizing federal funds thereby avoiding the high interest rates. The Federal Highway Administration had expressed support in use of federal funds for the project. Following reviews and coordination, the Department's Office of Project Planning prepared and submitted a recommendation for the consideration of a interest free van acquisition program. On February 27, 1981, the Mass Transit Policy Committee acted upon the recommendation and requested the Commissioner's approval to initiate a project including the expenditure of $750,000 to provide interest free loans for the purchase of vanpool vehicles. At that time, the program proposal, on a monthly basis for a 40 mile round trip, was estimated to be $401.00 compared to $601.00 for the third party vanpool program. On March 10, 1981, the Commissioner of Transportation gave his approval to proceed with the project.

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Preliminary program activities were devloped by the Department with input from the rideshare brokerages, resulting in the project being recommended for initiation on April 9, 1981. The project was concurrently submitted to the Federal Highway Administration requesting authorization for use of federal Rural Secondary funds to initiate the project. The Rural Secondary funding category was identified because the funds were eligible for vanpool vehicle acquisition and were not committed for other state projects. There were no state funds available for the match and if not used would lapse. This project could, however, use local private dollars to generate the necessary match. The project was required to be included in the Transportation Improvement Plan and A-95 Clearinghouse Certification process. Receipt of Federal Fund Authorization was received on October 20, 1981, followed by the project being initiated on November 3, 1981.

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PURPOSE

The Interest Free Vanpool Program was, most importantly, developed and implemented to increase ridesharing opportunities in Connecticut. Vanpooling is highly cost effective and yields many benefits. These benefits include reduced vehicle miles traveled, lessening of air pollution emissions and gasoline consumption as well as reduced traffic congestion and parking demands.

The Program was cooperatively developed by the FHWA, ConnDOT and The Rideshare Co. in order to provide an alternative to existing more costly third party vanpool leasing arrangements. The Rideshare Co. (based in Hartford) and Metropool Inc. (based in Stamford) are existing areawide nonprofit rideshare brokerages working jointly with ConnDOT to promote ridesharing. These two brokerages will be joined by a third rideshare brokerage to be located in New Haven by February 1, these organizations.

The Interest Free Vanpool Program operates by the State providing interest free financing, mass purchasing of vehicles, and maintaining vehicle ownership throughout the van's program life of 36 to 42 months, while rideshare brokerages market, promote, administer, and monitor the operational vans. By utilizing state bidding procedures and exemptions from sales tax, property tax, and registrations fees, vanpool vehicles could be made available for employee transportation at 20 percent to 40 percent fare reductions in

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comparison to third party operations. This original approach to provide vanpool vehicles to individuals and employers has resulted in the opportunity to acquire vans at the lowest possible cost. This savings is then passed on to the passengers making vanpooling as economically attractive as possible.

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DESCRIPTION

Approximately 90, 12 and 15 passenger vanpool vehicles will ultimately be purchased by the State of Connecticut and made available for use in Program. The Interest Free Vanpool upon delivery of the vans from the vendor, the Department pays 100% of the vans' purchase cost. Twenty-five percent of the vehicle purchase cost must be provided by the vehicle user and transmitted to the Department of Transportation prior to or when picking up the van. The remaining seventy-five percent of the vehicle purchase cost must be paid to the Department on monthly basis over a three to four year period dependent upon the commuting mileage. Monthly installments are paid as shown on schedule A, see Exhibit I.

Any Connecticut resident is eligible to receive one vanpool vehicle and a Connecticut based employer is eligible for a maximum of five vanpool vehicles. The Program participant must pick up the vehicle at ConnDOT Administration Building, 24 Wolcott Hill Road in Wethersfield, Connecticut.

The vanpool vehicles, through the first year of the program, were only available through The Rideshare Company. The vans will, however, be available through all three nonprofit rideshare brokerages during the second year of the program. The brokerages market and promote the Program, give assistance to individuals to find and maintain ridership, as well as monitor and administer the Program's finances

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and vehicle maintenance. The brokerages perform these activities and are responsible to fulfill them by agreement with the State. A copy of which is shown as Exhibit II.

The vehicles are purchased through Connecticut's competitive bidding procedures and minimally must meet the following specifications:

- Van type vehicle
- 12 or 15 passenger seating capacity
- Air conditioning & heat (front and rear)
- Automatic transmission
- Power steering
- Power brakes
- V-8 engine
- Heavy duty suspension
- Sunscreen-privacy glass
- Vinyl floor and seats
- AM/FM stereo radio
- One year; 12,000 mile new vehicle warranty
- Five year; 48,000-50,000 mile extended warranty

The vehicle must be used in a vanpooling arrangement for the work trip to and from home. The vanpool group must have a minimum of eight passengers, not including the driver. Seventy-five percent of the vehicles monthly mileage must be for work commutation. Personal use of the van is allowed at the expense of the driver or program

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participant at a nominal operating cost. Failure to meet any of the preceding criteria could result in termination of the Operating Agreement that is required with the vehicle user. Vehicle useage is monitored by the rideshare brokerage via monthly vehicle useage reports. The Department also inspects the vehicles twice a year. A copy of the Operating Agreement is found as Exhibit III.

All participants are required to provide insurance coverage for each vehicle in at least the amounts as described on page E-16 of the Operating Agreement. The State of Connecticut and the rideshare brokerage must be named as additional insured.

The Rideshare Company has arranged with a local insurance agent to provide a master policy for any participant in this program who wishes to receive this coverage. The policy meets the referred requirements and carries an additional $5,000,000 personal umbrella coverage at a premium of approximately $500 annually.

The Program participant is responsible for seeing that normal vehicle maintenance and other necessary repairs are performed. Items covered under warranty are referred to the van manufacturer's dealership of the participant's choice. Repairs not covered by warranty can be performed at the participant's choice of service facility. Copies of all maintenance performed must be submitted with each monthly Revenue and Expense Report (Schedule C), shown as Exhibit IV. A booklet for scheduled preventive maintenance is given to the participant to aid in vehicle monitoring. The participants must have

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each check-up signed by the facility performing the maintenance and submit the check-up form with the monthly Revenue and Expense Report.

Monthly fares are determined by the Program participant, with assistance from the rideshare brokerage. Schedule B, Exhibit V is utilized to assist in the fare computation. An "Example of Potential Fares" is included as Exhibit VI.

Standardized records must be kept by the participants. The purpose is to provide the State, the rideshare brokerages and the participants with the necessary information to monitor the Program on an ongoing basis. The Monthly Vanpool Revenue and Expense Report was developed for this purpose. This report, including the monthly installment is due by the 1st of each month. Failure to report by the 20th of the month results in termination of the Operating Agreement. The Report must include; monthly payment, authorized copy of preventative maintenance service performed and copies of receipts for all other services performed (receipt of gasoline purchases not required). Refund of the state tax on gasoline (14¢ per gallon) can be applied for by the vehicle user. Applications are made to the State Tax Department.

It is strongly recommended that the participant establish a checking account for the vanpool that would separate the vans financial records from personal records. This ensures that money collected for the van maintenance is available when needed and will provide the participant with an easy way to detect a surplus or deficit in operating expenses.

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The Program participant can terminate their operating agreement prior to 100% pay back and return the van to the rideshare brokerage upon 30 days written notice. After inspection of the vehicle by state forces the 25% initial participation amount will be refunded minus; 1) any amount due for excessive vehicle wear and tear, or damage, 2) any money accrued in the maintenance account, 3) the State incurred administrative fee to sell the van.

Upon completion of the participant's obligation under the Operating Agreement and the vehicle acquisition cost has been 100% repaid to the Department, the vehicle title will be turned over to the participant. Registration fees and any applicable taxes will be passed on to the participant and all responsibility on the part of the rideshare brokerage and the State is terminated.

A sample Driver Application Form - Schedule D is enclosed as Exhibit VII. This form is used by the rideshare brokerage to provide information to check the applicant's credit and driving records.

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FUNDING

The Interest Free Vanpool Program is funded by the Connecticut Department of Transportation, utilizing Federal-aid highway appropriation in the Rural Secondary category from the Federal Highway Administration. Ridesharing projects, including vanpool vehicle purchases, are an eligible use of Rural Secondary funding authorized by the Federal-aid Highway Act of 1976. At the time the Interest Free Vanpool Program was initiated, there was a 25% local match required in order to utilize the federal funds. This match requirement was fulfilled by requiring the program participant (vehicle user) to pay 25% of the vehicle's acquisition cost up front.

The 25% local match requirement was made eligible for elimination by the 1982 STAA upon approval of the Secretary of Transportation. The local office of FHWA made application to Washington and received the Secretary's approval for 100% federal participation for Connecticut's vanpool vehicle acquisitions. It was also determined that the 25% up-front payment would be beneficial to the Program. Since the participant would have a substantial investment in the van, they would be more apt to provide the needed care to the vehicle and commitment to the basic concepts of the Interest Free Vanpool Program. In November of 1983, the Department modified Interest Free Vanpool Program to allow the purchase of the vanpool vehicle with 100% federal funds; however, the 25% up-front payment by the participant would continue due to the previously stated commitment

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reasons. This modified project funding was also set up as a revolving account. As the capital costs are repaid, they are returned an account, that enables the funds to be utilized again and again to purchase additional program vehicles.

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IMPLEMENTATION DELAYS

From November 3, 1981 to July 1982, the Department of Transportation and The Rideshare Co. cooperatively developed and finalized all program elements, procedures and responsibilities. Difficulties involved in implementing the Interest Free were encountered in three areas; 1) disposition of the van after the loan had been retired, 2) concerns of The Rideshare Co. regarding their federal tax-exempt status, 3) concerns regarding the effect the Interest Free Progam would have on the third party vanpool program vehicles that were on the road. The resolution of each of the above contributed to a six to nine month delay in the Program.

During Program development questions had been raised by the Department's Property Control Office concerning the Program's disposition of the vans after the loans had been completely paid off. The program guidelines and agreement between the participant and the state-broker stipulated that at the end of the van's program life, when all loans have been paid back to the program, the vehicle ownership would be transferred to the Program participant. Property Control believed that this could not be done due to existing State statutes requiring that excess state property if possible, must go to public auction. Federal requirements did not mandate specific vehicle dispensation procedures. During the next several months this issue was examined by DOT staff and ultimately resolved by mutual agreement of the legal counsels of the DOT and the State Department of

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Administrative Services under whose auspices state vehicle purchases are made. The decision to go along with the program guidelines, allowing the transfer of the van ownership as envisioned, was made during June 1982. The favorable opinion was rendered because there were no state funds used in the vehicle purchase, and because the state-brokerage agreement specified the van's disposition would have to be approved by the Attorney Generals Office.

Both rideshare brokerages, The Rideshare Co. and Metropool Inc. has developed questions and concerns regarding their involvement in the Program during the program development period. The Rideshare Co. expressed their concerns regarding the potential loss of their tax-exempt status with the Internal Revenue Service. They also desired to modify the Agreement to name The Rideshare Co. as an Agent of the State, thereby providing them with a certain degree of immunity from lawsuit. Both of these concerns were, however, resolved. The tax-exempt status was extensively researched by The Rideshare Company's attorney, and was found not in jeopardy. The Department, after advice from legal counsel, would not agree to the naming of the Rideshare Company as Agent of the State, from which The Rideshare Co. dropped their request to be named so. A signed Agreement was in place in December 1982 between The Rideshare Co. and the State.

Metropool's Board of Directors was concerned how the Interest Free Vanpool Program would interface with their existing third Party Vanpool Program. They believed there was a risk of the vanpoolers making a jump from one program to the other, thereby leaving a number

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of third party leased vehicles without riders and exposing Metropool to excessive early termination cost ($500 per month, maximum two months per van). Metropool, therefore, required longer to analize the program prior to signing the Agreement. The experience to date with the Interest Free vans given out by The Rideshare Co., has shown no mass shifting in program participation. Each program, the Interest Free Vanpool Program and the Third Party Vanpool Leasing program apparently appeal to different groups of people. Metropool signed an Agreement with the State to broker the Interest Free Vans effective November 2, 1983.

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PROGRAM ACCOMPLISHMENTS

On January 1, 1983, 20 vanpool vehicles were available for assignment under the Interest Free Vanpool program. An additional seven vehicles were also made available during July 1983 for the Program. During calendar year 1983 all twenty-seven vanpool vehicles were put into operation.

Four Connecticut employers are participating in the Program. These employers have made ten program vehicles available to their employees. In addition, seventeen Connecticut residents are participating, each utilizing one van. For more detailed information on van recipients, see Exhibit VIII "Rideshare Co.-Quarterly Reports". The implementation of the vehicles occurred throughout the year. All of the vans were initiated under contract with The Rideshare Co. Participant interest, group formation and application were as a result of marketing and promotional efforts of The Rideshare Co., The Department of Transportation and Matride (the rideshare office of the Middletown Transit District). The following growth chart and Connecticut map clearly illustrates the Program's implementation of vanpools during the first year of existence, and the towns of origin and destination of each vanpool.

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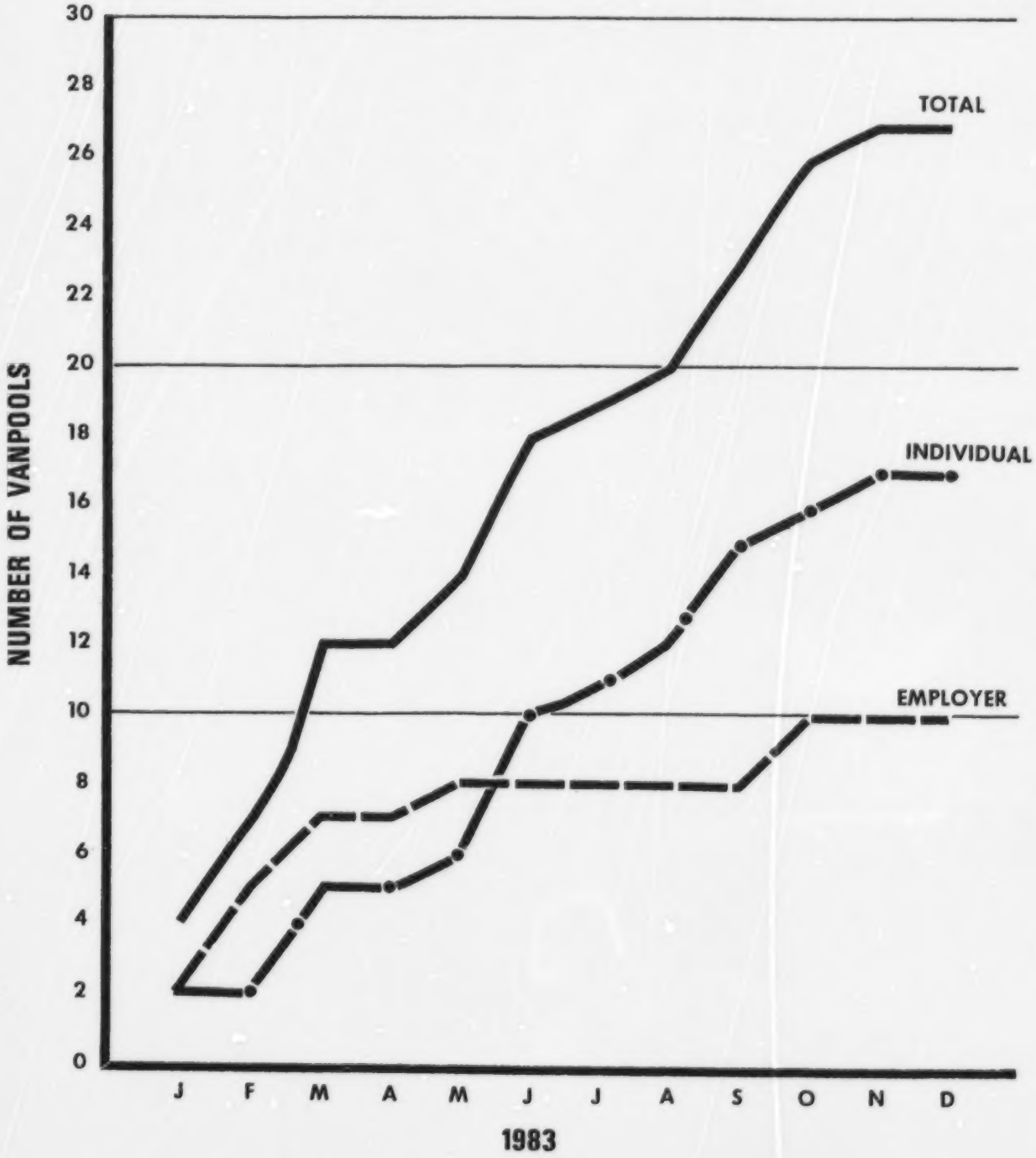
INTEREST FREE VANPOOL PROGRAM
(Growth Chart)



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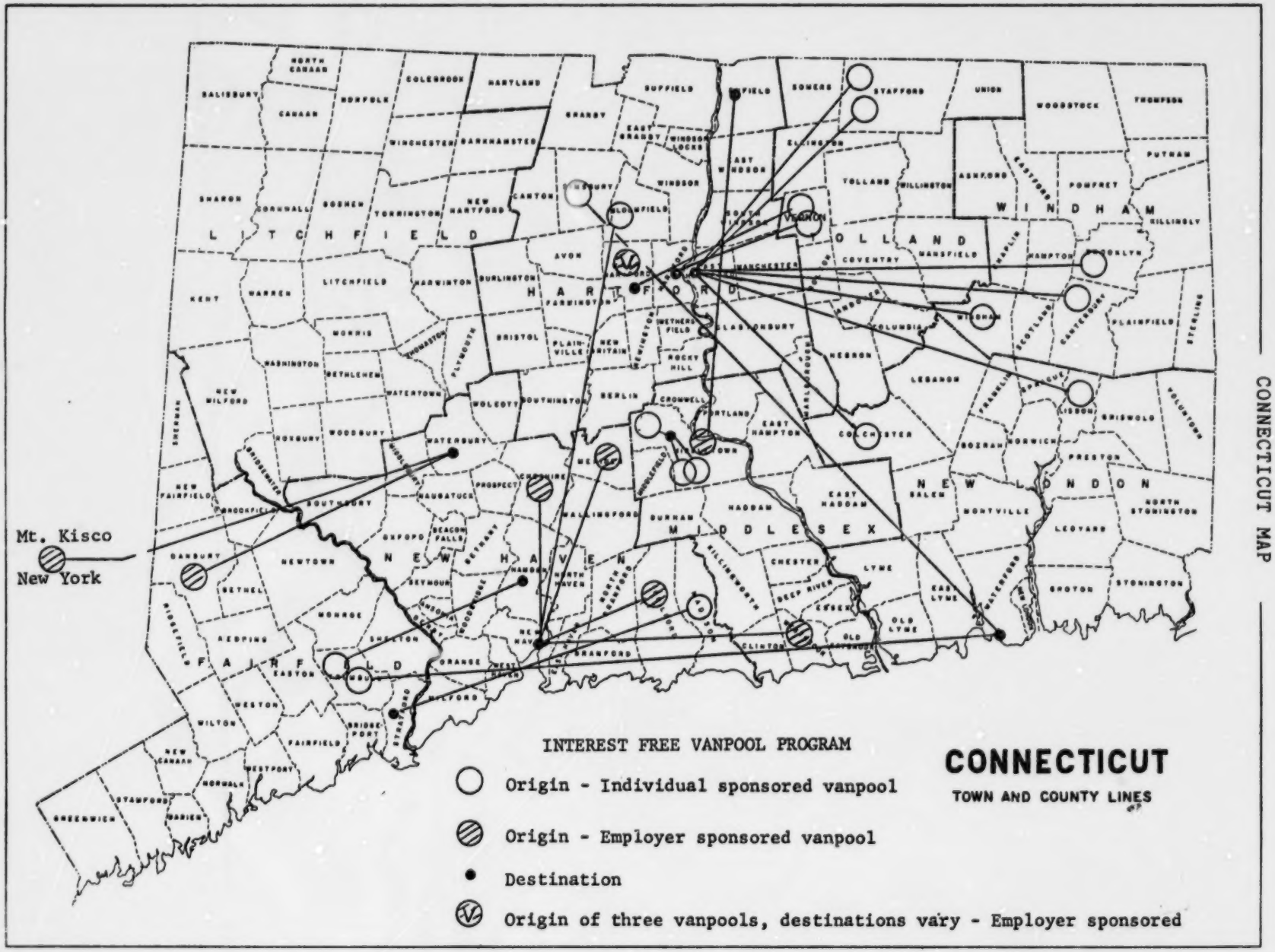

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BENEFITS

Included in the Agreement for use of the state-owned vans in the Interest Free Vanpool Program, the rideshare brokerage is required to monitor and report on the Program's progress on a quarterly basis. The Rideshare Co. was the only rideshare brokerage under contract throughout the first year of operation. Exhibit VIII of the appendix includes the four quarterly reports submitted to the Department by The Rideshare Co. From these reports, various Program benefits can be estimated. The following is a summary listing of benefits derived from the Program:

Vehicle Removed from Ct. roadways (daily)	178 vehicles
Vehicle Miles Traveled reduction (annually)	2,981,000 miles
Air Pollution Abatement(annually)	447 tons
Energy Use Reduction (annually)	173,800 gallons
Number of riders (daily)	286 persons
Commuter Cost Reduction (annually)*	$225,900 all riders
Parking demand reduction (daily)	178 spaces
Commuting trip cost per person	$.03 per mile

*based on gasoline savings only

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CONCLUSIONS

The success of the Program and the achieved results show the Program to be beneficial to the State and the participants. The Program goals and objective are being fulfilled. The original objective of implementing twenty-seven vanpool groups into vanpooling operations has been met. The anticipated resulting benefits of the vanpools are being demonstrated and the cost for the participants is lower than the third party operations. The third party vanpooler in a full 1984 van now pays $50.50/mo. for a 67 mile round trip while the Interest Free Vanpooler pays $34.00/mo., approximately 32.5% less. This percentage was predicted in the program development stage. If the decline in the prime interest rate being charged to the third party vehicle acquisiton costs, and the extension of the exemption on paying local property taxes to vanpools leased from a rideshare brokerage had not occurred, the 32.5% difference would have been even higher.

The concerns voiced as to the possibility of mass program jumping of people from the third party program to the Interest Free Program did not occur. It appears that the purchase option presented in the Interest Free Program appeals to a different audience than the lease option.

The first year of operation has shown that there is a large untapped potential of individual vanpool owner operators. Seventeen of the twenty-seven vans went to individuals. It is, therefore, projected that interest in owner operator vanpooling in Connecticut will continue and increase.

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PROGRAM FUTURE

Further, vanpool purchases are planned for this Program to meet the goal of 52 vanpools on the road by the end of 1984. Twenty-five additional vehicles will be purchased and put into operation during calendar year 1984. With increased marketing and promotion of the Interest Free Vanpool Program by The Rideshare Co., Metropool Inc., and the future New Haven Area rideshare brokerage, demand for the program vehicles, especially by individuals, is expected to fulfill program goals for 1984.

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EXHIBITS

		Page
EXHIBIT I	Schedule A - Vehicle Monthly Payment	E-1
EXHIBIT II	Agreement for the Use of State Owned Passenger Vans	E-2
EXHIBIT III	Draft Operating Agreement	E-15
EXHIBIT IV	Monthly Vanpool Revenue and Expense Report	E-20
EXHIBIT V	Sample Calculations of Vanpool Fares	E-21
EXHIBIT VI	Example of Potential Fares	E-22
EXHIBIT VII	Driver Application Form	E-23
EXHIBIT VIII	Rideshare Co. - Quarterly Reports	E-25

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EXHIBIT I

Schedule A
Monthly Payment

Vehicle Cost	Participation Amount	Amount Due	Round Trip Miles	Van Life (Months)	Monthly Payment
		1982 - 12 Passenger Van			
$11,159.00	$2,789.75	$ 8,369.25	0-80	48	$174.36
			81-100	42	199.27
			101-130+	36	232.48
		1983 - 12 Passenger Van			
$11,067.56	$2,766.89	$ 8,300.67	0-80	48	$172.94
			81-100+	42	197.63
			101-130+	36	230.58
		1983 - 15 Passenger Van			
$12,030.24	$3,007.56	$ 9,022.68	0-80	48	$187.98
			81-100+	42	214.83
			101-130+	36	250.63

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EXHIBIT II

Agreement No._____

AGREEMENT FOR THE USE OF STATE OWNED
PASSENGER VANS IN THE INTEREST FREE VANPOOL PROGRAM

THIS AGREEMENT, concluded at Wethersfield, Connecticut this _____ day of _____, 198 , by and between the State of Connecticut, Department of Transportation, J. William Burns, Commissioner, acting herein by William A. Lazarek, Deputy Commissioner, Bureau of Planning & Research, hereinafter referred to as the State and _____, a State recognized regional nonprofit rideshare corporation in the State of Connecticut whose principal address is _____, acting herein by _____, hereunto duly authorized, hereinafter referred to as the Second Party.

WITNESSETH, THAT:

WHEREAS, Section 13b-4, Subsections(c) and (d), of the General Statutes of Connecticut, as revised, provides that the Commissioner has the power to promote efficient use of all modes of transportation and to study and implement programs, and

WHEREAS, the State has utilized available funds to purchase vanpool vehicles for the purpose of a Interest Free Vanpool Program, hereinafter referred to as the "Program" and,

WHEREAS, the Second Party will be the recipient of the vanpool vehicle(s) and,

WHEREAS, implementation of said vanpools by the Second Party will be beneficial to the State,

NOW, THEREFORE, in consideration of the mutual convenants herein set forth, the State and the Second Party agree as follows:

Section 1 Term: This agreement shall be in force beginning with the date this agreement is approved by the Office of Policy and Management and the Attorney General of the State of Connecticut, and continue thereafter until termination by the Second Party

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giving the State a thirty (30) day written notice to the effect by registered mail or personal delivery by agent or by the State giving the Second Party thirty (30) days written notice to that effect by registered mail or personal delivery by agent, unless terminated sooner by the State because of the failure of the Second Party to perform his or her duties in accordance with the specifications of this agreement. The term of this agreement shall not exceed forty-eight (48) months.

Section 2 Definitions:

a. "Vehicle user": A Connecticut State resident or a Connecticut employer who will enter into a written agreement with the Second Party to operate the vanpool vehicle pursuant to the Program.

b. "Initial Cost": Twenty-five percent of the purchase price of a vanpool vehicle.

c. "Monthly Payments": Payments made each month by a vehicle user equal to an amount which would in total equal seventy-five percent of the purchase price of a vanpool vehicle.

Section 3 State's Responsibilities: It is mutually understood and agreed that the following shall be the State's responsibilities in performing the functions of the Program.

a. Purchase vanpool vehicles manufactured and equipped in such manner as to accommodate a maximum of twelve (12) passengers.

b. Maintain title to the vanpool vehicle(s) and register said vehicle(s) in accordance with procedures of the Department of Motor Vehicles of the State of Connecticut.

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c. Provide the vehicle user designated by the Second Party with the vanpool vehicle(s) at a predetermined lease rate determined by the State. Such lease rate will repay the Federal portion of the vehicle purchase cost over a period of four (4) years.

d. Transfer title and ownership of the vehicle to the vehicle user at the end of the lease, provided that all Federal funds have been repaid.

e. Provide the Second Party with all forms necessary for repayment of the Federal portion of vehicle cost.

Section 4 Second Party's Responsibilities: It is mutually understood and agreed that the following shall be the Second Party's responsibilities in performing the functions of the Program.

a. Assist the vehicle users in organizing and operating vanpools.

b. Collect the initial costs from each vehicle user, and forward it to the State.

c. Collect all monthly payments from the vehicle user, account therefore, and make payments to the State in accordance with Schedule A. by the 20th of each month.

d. Administer the operation of all vanpool vehicles under the Program, including administration of operating agreements with the vehicle users, and inspection of vanpool vehicles.

e. Insure the vanpool vehicle(s) are properly maintained and repaired.

f. Provide information concerning the operation and effectiveness of the Program on a quarterly basis, as required by the State.

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g. Warrant that it has not employed or retained any company or person other than a bona fide employee working solely for the Second Party to solicit or secure this Agreement and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Second Party, any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of the above stipulation, the State shall have the right to annul this Agreement without liability, or, in its discretion, to deduct from the agreed price or consideration or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

h. Warrant that it shall not sell, transfer, assign or otherwise dispose of the Agreement, or any portion thereof, or of the work provided for therein, or of its right, title, or interest therein, to any person, firm, partnership or corporation without the written consent of the State. For breach or violation of the above stipulation, the State shall have the right to annul this Agreement without liability.

i. Notify the State in writing when there is a change in its Certificate of Incorporation. No such change will relieve the Second Party of any responsibility for the accuracy and completeness of the work under this Agreement, or any supplements thereto.

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j. Maintain or cause to be maintained, any records, books, or other documents relative to charges, alleged breaches of Agreement, settlement of claims or any other matter involving the Second Party or Subcontractor's demand for compensation by the State for a period of not less than three (3) years from the date of the final payment by the State with respect to the particular project and permit the State or the Federal Highway Administration or their duly authorized representatives to examine, review and audit any records, books, or other documents of the Contractor or Subcontractor relative to the above and furnish copies thereof when requested.

Section 5 Operating Agreement: An Operating Agreement between the vehicle user and the Second Party will be executed prior to delivery of any van to any vehicle user. Such agreement shall be subject to review and approval by the State.

The agreement will include, but not be limited to the following terms:

a. Vehicle use

b. Vehicle description

c. Monthly payment schedule

d. Early termination

e. Insurance requirements

f. Vehicle ownership

g. Vehicle maintenance

h. Vanpool ride fees

Such Agreement shall require the vehicle user to provide insurance coverage in at least the following amounts for each vehicle, with the State being named as Co-Insured.

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(I) Single Limit Automobile Liability coverage of not less than $1 million ($1,000,000) dollars per occurrence for (a) all damages arising out of bodily injury or death to one or more persons, and (b) for all damages arising out of injury to or destruction of property.

(II) Automobile Collision and Comprehensive Material Damage coverage at actual cash value, the vehicle user being liable to the State for payment in full of any deductible amount applicable to said insurance coverage.

(III) Evidence of such insurance as required above shall be provided by the vehicle user filing with the State a Certificate of Insurance in such manner and form as may be requested by the State.

Section 6 Early Vanpool Termination: In the event that a vanpool vehicle is returned by the user to the Second Party prematurely, that is, prior to complete pay back of the 75% capital investment, the Second Party shall, at the expense of the vehicle user, cause to be performed all repairs deemed necessary by State inspection personnel. The initial cost will be refunded to the vehicle user by either of the following procedures:

a. By the State, after the vehicle is sold.

b. By the Second Party, if the Second Party is to reissue the vehicle.

The cost of any vehicular repairs deemed necessary, and the State's administrative cost for selling the vehicle, will be deducted from the amount to be refunded. No vehicle will be accepted by the Second Party until said State personnel have inspected the vehicle.

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Section 7 Copyrights: All reports and documents arising from work performed under this contract shall not be subject to copyrights by the Second Party or by Subcontractors of the Second Party.

Section 8 Indemnification: The Second Party agrees that during the term of this Agreement, including any extension thereof it shall indemnify and save harmless the State of Connecticut, its officers, agents, and employees from all claims, suits, actions, damages and costs of every name and description caused by or resulting from (a) the negligent performance of the Second Party and/or any of its Subcontractors under this Agreement, including any supplements thereto and/or (b) the non-performance by the Second Party and/or any of its Subcontractors of any covenants and specifications of this Agreement, including any supplements thereto, and such indemnity shall not be limited by reason of any insurance coverage.

Section 9 Project Account: The Second Party shall maintain books and records in accordance with the standard prescribed by Attachment G of the Office of Management and Budget (OMB) Circular No. A-102, and in accordance with generally accepted accounting principles consistently applied. All provisions and attachments of OMB A-102 apply, specifically to Attachment O and N.

Section 10 Allowable Cost: The authority for determining allowable cost under this Agreement, including termination settlements shall be OMB Circular A-102, Uniform Administrative Requirements and OMB Circular 74-4, Cost Principles for Grants (formerly FMC 74-4) which is incorporated herein by reference. Cost allowable under OMB 74-4, Attachment B. Section C, include items of building space, office equipment and furnishings, data processing services, professional legal/accounting service and contractor assistance in development and testing of ridesharing matching service referred to in Exhibit B of this Agreement. An inventory of nonexpendable

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personal property as defined by A-102, Attachment N, Section D, will be furnished the State at the completion of each fiscal year until ultimate disposition of the non-expendable property under the provisions of A-102 has been completed.

Section 11 Audit Procedures: The Second Party agrees that within ninety days (90) of the completion of each full fiscal year during the term of this Agreement, it shall at its expense cause to be prepared and delivered to the State, an audit performed by an independent certified public accountant (CPA) as defined by Section 7-391 of the Connecticut General Statutes.

The Second Party shall require the independent CPA to perform such audit in accordance with OMB Circular A-102, Attachment P-Audit Requirements.

The Second Party further agrees to require that the work papers and reports of the independent CPA be retained for a minimum of three (3) years from the date of the audit report unless notified by the State of the need to extend the retention period. In addition, the audit work papers of the independent CPA shall be made available upon request to the State, the U.S. Department of Transportation, and the Comptroller General of the United States or any of their duly authorized representatives.

The State, the U.S. Department of Transportation and the Comptroller General of the United States or any of their duly authorized representatives shall also have the right to review or audit all books, records, and accounts of the Second Party, its contractors and assignees as may, in the opinion of the State, have any bearing on the payment made by the State under this Agreement, and ajust said payments when and if an adjustment is confirmed by audit.

Section 12 Record Retention: To provide the State or its designees such access, the Second Party agrees that it shall preserve all of its records and accounts concerning

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the implementation of this Agreement for a period of three (3) years as detailed in OMB Circular A-102, Attachment C - Retention and Custodial Requirements for Records.

Section 13 Inspection: The Second Party shall permit the State or the authorized representatives, to inspect,upon demand,any vanpool vehicle or equipment purchased as part of this program, and all relevant program data and records.

Section 14 Affirmative Action: The State and Second Party shall comply with the Regulations of the United States Department of Transportation (Title 49, Code of Federal Regulations, Part 21) issued in implementation of Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4, and Appendix CR attached hereto, both of which are hereby made a part of this Agreement.

The State and the Second Party agree and warrant that in the performance under this Agreement it will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origina, sex, mental retardation or physical disability including, but not limited to blindness, unless it is shown by the State and the Second Party that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United State or of the State of Connecticut, and further agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission concerning the employment practices and procedures of the State and the Second Party as relate to the provisions of Section 4-114a of the General Statutes of Connecticut, as revised.

This Agreement is subject to the provisions of Governor's Executive Order

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No. Three promulgated June 16, 1971 and as such, this Agreement may be cancelled, terminated or suspended by the State Labor Commissioner for violation of or non-compliance with said Executive Order No. Three, or any state or federal law requiring nondiscrimination, notwithstanding that the labor commissioner is not a party to this Agreement. The parties to this Agreement, as part of the consideration hereof, agree that the attached Executive Order No. Three is incorporated herein and made a part hereof. The parties agree to abide by said Executive Order and agree that the state labor commissioner shall have continuing jurisdiction in respect to performance in regarc to nondiscrimination, until the Agreement is completed or terminated prior to completion.

The Second Party agrees, as part consideration hereof, that this Agreement is subject to the Guidelines and Rules issued by the State Labor Commissioner to implement Executive Order No. Three, and that it will not discriminate in employment practices or policies, will file all reports as required, and will fully cooperate with the State of Connecticut and the State Labor Commissioner. A copy of said Guidelines is attached and hereby made a part of this Agreement.

This Agreement is executed subject to the Governor's Executive Order No. 17, a copy of which is attached hereto and is hereby made a part of this Agreement. Governor's Executive Order No. 17 requires, inter alia, that all contractors and subcontractors shall list all employment openings with the office of the Connecticut State Employment Service in the area where the work is to be performed or where the services are to be rendered. Failure of the Second Party to conform with the requirements of the Governor's Executive Order No. 17 and any orders, rules or regulations issued pursuant thereto shall be a basis for termination of this Agreement by the State.

The Second Party agrees that the Attached CONNECTICUT REQUIRED CONTRACT AGREEMENT PROVISIONS entitled "Specific Equal Employment Opportunity Responsibilities", dated September 1977, are hereby made a part of this Agreement.

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Section 15 Code of Ethics: "The Second Party hereby acknowledges and ageees to comply with the policies enumerated in Administrative Memorandum No. 4 dated November 18, 1981 Re: State Employee Code of Ethics, a copy of which is attached hereto and made a part hereof."

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IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the day and year indicated.

WITNESSES:

STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION
J. William Burns, Commissioner

_____
Name

By: _____ (Seal)
William A. Lazarek
Deputy Commissioner
Bureau of Planning and Research

_____
Name

Date: _____

SECOND PARTY:

_____
Name

By: _____ (Seal)

Title: _____

_____
Name

Date: _____

APPROVED AS TO FORM:

_____
Attorney General
State of Connecticut

Date: _____

APPROVED BY:

_____
Secretary, Office of Policy and Management
State of Connecticut

Date: _____

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Schedule A
Monthly Payment

Vehicle Cost	Participation Amount	Amount Due	Round Trip Miles	Van Life (Months)	Monthly Payment
		1982 - 12 Passenger Van			
$11,159.00	$2,789.75	$ 8,369.25	0-80	48	$174.36
			81-100	42	199.27
			101-130+	36	232.48
		1983 - 12 Passenger Van			
$11,067.56	$2,766.89	$ 8,300.67	0-80	48	$172.94
			81-100+	42	197.63
			101-130	36	230.58
		1983 - 15 Passenger Van			
$12,030.24	$3,007.56	$ 9,022.68	0-80	48	$187.98
			81-100+	42	214.83
			101-130	36	250.63

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EXHIBIT III

SAMPLE

DRAFT

OPERATING AGREEMENT

1. This Operating Agreement between vanpool group # _____ and The Greater Hartford Ridesharing Corporation is issued in accordance with Sections 3, 4, 5 and 6 of Agreement #_____ between The Greater Hartford Ridesharing Corporation and the State of Connecticut Department of Transportation.

2. This Agreement between the Greater Hartford Ridesharing Corporation (GHRC), the program administrator acting herein by Jonathan C. Colman, Executive Director, and _____ ("User") will allow the User to use the vanpool vehicle described in Paragraph 3 in a vanpool operation subject to all the terms and conditions of this Agreement.

3. Description of Vanpool Vehicle

   A. Make _____

   B. Year _____

   C. Model _____

   D. Serial No. _____

4. Vehicle Ownership

   A. The State of Connecticut will retain title to the vehicle throughout the term of the Agreement.

   B. The State of Connecticut will furnish a clear legal title to the Vanpool Vehicle to User as indicated in Paragraph 6.

5. Agreement Term

   The term of this Agreement shall begin upon delivery of the Vanpool Vehicle to the User and shall terminate ____ months thereafter.

6. End of Agreement Term

   Upon the expiration of the full term of this Agreement, the vehicle title and ownership will be transferred to the User.

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7. Payments

A. Participation Amount. User agrees to pay $_____ to the Treasurer, State of Connecticut, upon execution of this Agreement.

B. Monthly Payment. User agrees to pay $_____ per month during the term of the Agreement. Monthly payments shall be due on the first of each month and made payable, by certified bank check, to Treasurer, State of Connecticut.

8. User Responsibilities

A. Insurance

User will provide insurance in the following minimum amounts for the benefit of the State of Connecticut, GHRC and User:

(I) Single Limit Automobile Liability coverage of not less than $1 million ($1,000,000) dollars per occurrence for (a) all damages arising out of bodily injury or death to one or more persons, and (b) for all damages arising out of injury to or destruction of property.

(II) Automobile Collision and Comprehensive Material Damage coverage at actual cash value, the vehicle user being liable to the State for payment in full of any deductible amount applicable to said insurance coverage.

(III) Evidence of such insurance as required above shall be provided by the vehicle user filing with the State a Certificate of Insurance in such manner and form as may be required by the State.

(IV) User shall pay all uninsured costs of repair in the event of accidental damage to the Vanpool Vehicle.

B. Service and Maintenance

(I) User will service and maintain the Vanpool Vehicle in accordance with the schedule prescribed by GHRC throughout the term of the Agreement. The State and/or GHRC may inspect the vehicle at all reasonable times and places and may reasonably require the User to perform service and maintenance with respect to the vehicle.

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(II) User shall pay all costs of service and maintenance, including replacement of tires, batteries, other parts, and regular preventive maintenance such as oil changes, lubrication, and safety checks.

C. Vanpool Use

User shall use the Vanpool Vehicle to transport Vanpool passengers to and from their homes and places of work during the term of the Agreement. At least 75% of the cumulative mileage must be directly attributable to vanpool use.

D. Passenger Costs

User may charge each Vanpool passenger a fare, no greater than an amount required to pay operating costs and the monthly payment due under this Agreement. All fares are subject to prior approval by the GHRC.

E. Record Keeping

The participant will be required to maintain records on mileage, revenue and expenses on such forms and in such a manner as prescribed by GHRC.

9. Early Termination

A. User may terminate this Agreement at any time, for any reason, with 30 days written notice and in accordance with the following provisions:

1. Vehicle inspection by GHRC

2. Vehicle inspection by the State of Connecticut

3. Delivery of vehicle to approved location

B. GHRC may terminate this Agreement:

1. If User fails to make any monthly payment on the 1st of the month and such failure continues after the 20th day of the month.

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2. For the User's loss of a valid driver's license or if, in GHRC's opinion, the User has operated the Vanpool Vehicle in a reckless manner or while intoxicated.

3. If the User breaches any of the terms of this Agreement.

C. Upon early termination of this Agreement, no further monthly payment shall be due from User. User shall promptly deliver possession of the van to the GHRC in accordance with Paragraph 9, Section A. The State shall return to User the participation amount less any outstanding monthly payments; the cost of repairing any undue wear and tear, as determined by inspection described in Section 9A of this Agreement; the amount accrued by User in the maintenance account; and a $65 State incurred administrative cost for selling the vehicle.

10. Non-discrimination

The User, with regard to the use of the vehicle as described in this Agreement, shall not discriminate on the grounds of race, color, religion, national origin, or sex.

11. Amendments

This Agreement may be amended only in writing signed by both parties.

12. Applicable Law

This Agreement shall be interpreted in accordance with the Laws of the State of Connecticut.

13. Notices

Any notice required under the terms of this Agreement shall be made to the GHRC at One Congress Street, Hartford, Connecticut 06114. To the User at _____,
_____.

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14. Signatures

The Greater Hartford Ridesharing Company	Date
User	Date

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Schedule C

MONTHLY VANPOOL REVENUE & EXPENSE REPORT

For the month of , 19	Odometer:
Driver	(H) Phone:
Address	(W) Phone:
Orig.: Dest.:	DRTM:

Reg.#
Agreement#
VIN# Yr.

PASSENGER NAMES	AMOUNT
TOTAL REVENUE	

(enclosed copies of all repair bills)

EXPENSES DATE	DESCRIPTION	AMOUNT
	Van Payment	
TOTAL EXPENSES		

Total Revenue	
Total Expense	
Current Month Surplus/(Deficit)	
Pre. Y-T-D Total Surplus/(Deficit)	
Current Y-T-D Total Surplus/(Deficit)	

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EXHIBIT V

Schedule B

SAMPLE CALCULATION OF VANPOOL FARES

EXPENSES

Variable Vanpool Expenses:

Gas	$0.120/mi.	($1.20/gallon @ 10 mpg)
Maintenance	0.030/mi.	
Tires	0.015/mi.	
Oil	0.005/mi.	
	$0.170/mi.	
	X _____	Monthly Mileage (_____mi./day X 21 days/mo.)
		$ _____ /mo.
Gas Tax Rebate	_____	Monthly Conn. Mileage
	÷ 10 mpg	
	_____	(# gallons) X $.11 $ _____ /mo.

TOTAL VARIABLE EXPENSES $ _____ /mo.

Fixed Vanpool Expenses:

Monthly van payment (# _____ of months)	$ _____ /mo.
Insurance ($_____/yr. ÷ 12 mos.)	$ _____ /mo.
Parking & Tolls	$ _____ /mo.
TOTAL FIXED EXPENSES	$ _____ /mo.
TOTAL VANPOOL OPERATING EXPENSES	$ _____ /mo.

BREAKEVEN COST:

# of paying passengers	11	10	9	8
Cost per month				
Cost per day (÷ 21)				

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EXHIBIT VI
EXAMPLE OF POTENTIAL FARES

	Number of Paying Passengers			
DRTM	11	10	9	8
20	$27	$30	$33	$37
30	31	34	38	42
40	34	38	42	47
50	38	41	46	52
60	41	45	50	56
70	44	49	54	61
80	48	53	59	66
90	54	59	65	74
100	57	63	70	78
110	63	70	78	87

ASSUMPTIONS:

- Maintenance charge of $.05/mi. for oil, tires, and general maintenance.
- Unleaded gas @ $1.30/gallon - 10 mpg.
- 21 average work days per month
- Insurance @ $600/year
- No parking cost or tolls
- No registration, sales or property tax
- 1982 van cost of $11,200
- 25% participation amount of $2,800
- $2,800 not recaptured through fares
- 0- 80 miles round trip - $174.36/month for 48 months
  81-100 miles round trip - $199.27/month for 42 months
  101-130 miles round trip - $232.48/month for 36 months

*REMEMBER: YOU are responsible for setting fares based on costs YOU estimate. The above numbers are to be used as a guideline ONLY and are a direct result of the assumptions listed.

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SCHEDULE D EXHIBIT VII

DRIVER APPLICATION FORM

I. Vanpool Driver/Coordinator eligibility criteria:

A. No conviction for any six point violation or an impaired driving charge (four points) in the last two years.

B. No suspension or revocation of license in the last three years unless that suspension or revocation was due to temporary medical condition or failure to appear for re-exam.

C. No more than six violation points during the last three years.

D. A valid driver's license is required.

E. A minimum of five years licensed driving experience.

F. A home location near and relative to other vanpool passengers.

G. Availability of a secure location to store the van.

H. Satisfactory credit rating.

I. Absence of temporary or permanent health or physical disabilities which restrict the ability to operate the van or perform other required duties.

II. Applicants for Vanpool Drivers must complete the information requested below, then return this form to:

The Rideshare Company
One Congress Street
Hartford, CT 06114

VANPOOL DRIVER

NAME _____

ADDRESS _____

HOME PHONE ( ) _____ WORK PHONE ( ) _____

EMPLOYER'S NAME _____

EMPLOYER'S ADDRESS _____

DRIVER'S LICENSE NUMBER _____

DATE OF BIRTH _____ SOCIAL SECURITY NO. _____

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II. FAIR CREDIT REPORTING ACT STATEMENT

You are notified pursuant to the Fair Credit Reporting Act, that a credit history report will be ordered from the Credit Bureau and that this and the above information will be used by The Rideshare Company to select primary drivers for the Vanpool Program. A Driver's Record Review will be ordered from the Connecticut Department of Motor Vehicles for insurance purposed and to insure the safety of each participant. This information is considered confidential and will be used by The Rideshare Company only as part of the qualification process. Your records will not be checked without your signed permission.

IV. I have read the above criteria for a Vanpool Driver for the Vanpool Program and feel that I can qualify:

DRIVER/COORDINATOR _____
Signature

DATE _____

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EXHIBIT VIII

Rideshare Company
Quarterly Reports

INTEREST FREE VANPOOL PROGRAM

I. January 1, 1983 - March 31, 1983

II. April 1, 1983 - June 30, 1983

III. July 1, 1983 - September 30, 1983

IV. October 1, 1983 - December 31, 1983

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QUARTERLY REPORT

CONNECTICUT DEPARTMENT OF TRANSPORTATION

INTEREST-FREE VANPOOL LOAN PROGRAM

JANUARY 1, 1983 - MARCH 31, 1983

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PART I: TABULATION

VAN	EQUIP. #	LESSEE	# OF RIDERS	DAILY ROUND TRIP MILEAGE	END OF QTR. ODOMETER
1	17-1676	Ron Hodgkins	9	60	2157
2	17-1673	Don Budlong	10	70	2550
3	17-1674	Yale Univ.	11	44	1323
4	17-1675	Yale Univ.	11	68	1907
5	17-1677	Janitor Serv.	11	29	501
6	17-1678	Janitor Serv.	11	27	513
7	17-1679	Janitor Serv.	11	32	565
8	17-1680	Ron Wood	8	70	995
9	17-1683	Fred Seltenreich	9	120	600
10	17-1681	Yale Univ.	10	50	---*
11	17-1682	Yale Univ.	10	45	---*
12	17-1684	Paul Bertrand	10	60	---*

* purchased 3/31/83

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PART II

NARRATIVE

1) Participants: Twelve new vans were sold through the interest-free loan program during this quarter. Following is a list of those vans, their driver/coordinators, origins, destinations, and dates of delivery.

VAN #	DRIVER/COORDINATOR	ORIGIN	DESTINATION	DELIVERY DATE
1	Ron Hodgkins	Willimantic	P&W - E.H.	1/13/83
2	Don Budlong	Madison	Stratford (Sikorsky)	1/13/83
3	Dick Downing	Guilford	New Haven	1/19/83
4	Alma Guinta	Westbrook	New Haven	1/19/83
5	Rob Roland	West Hartford		2/4/83
6	Rob Roland	West Hartford		2/4/83
7	Rob Roland	West Hartford		2/4/83
8	Ron Wood	Colchester	P&W - E.H.	3/11/83
9	Fred Seltenreich	Trumbull	Millstone	3/25/83
10	Larry MacAla	Meriden	New Haven	3/31/83
11	Harry Adams	Cheshire	New Haven	3/31/83
12	Paul Bertrand	Vernon	W. Hartford	3/31/83

Vans 5, 6, and 7 were purchased by Janitor Services of West Hartford for use in transporting several employees to different worksites in the area.

Vans 3, 4, 10, and 11 were purchased by Yale University for their staff to use as vanpools replacing vans which Yale had originally purchased through the Department of Transportation "seed van" program.

The remainder of the vans were purchased by individual Connecticut residents for transportation to their particular work places.

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2) Returns: During the first quarter of operation of the Department of Transportation's Interest-Free Vanpool Program, no vans were returned prematurely.

3) Vehicle Operations: Mechanically, no problems have been reported to this office to date. All drivers contacted have been very pleased with their vehicles.

4) Promotion: The program has been primarily promoted by word-of-mouth, with little advertising aimed at the general public. The January, 1983, issue of Rideshare News did contain an article about the sale of the first two vans. This newsletter is sent to persons who have registered with The Rideshare Company and other interested persons. More general advertising is geared to begin during the next quarter. Already, without a great deal of exposure, this office has received several inquiries about the program.

5) Vehicle Demand: Eight of the twenty 1982 12-passenger vans delivered to ConnDOT remain, while 1983 12- and 15-passenger vans are on order. Delivery of the 15-passenger vans is expected during May, and new 12-passenger vans are due to arrive late June.

   The Rideshare Company anticipates the sale of as many as ten additional vans during the fourth quarter of FY 1983; four 15-passenger vans, and four to six 12-passenger vans.

6) Unanticipated needs: bids were accepted only on 12-passenger vans, not anticipating a market for 15-passenger vans. Based on inquiries to this office, there is definitely a need for 15-passenger vans, and the Department of Transportation may want to consider bidding an open contract on 15-passenger vans during the next model year.

7) Program Overview:

   A. Decals. Most of the van owners were happy to allow The The Rideshare Company to place its decals on the back door of their vans. This will give the Company increased visibility.

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B. Recordkeeping. The Data Management Coordinator has been developing a computer program to assist the Customer Services Coordinator in keeping accounts of each vanpool: mileage, costs, loan balance, and maintenance account balance. This program is now being tested and should be in use by the next report.

C. Conflict with Van Pool Services, Inc. None of the vans leased through Van Pool Services, Inc. have been terminated due to a driver wanting to buy a DOT van. The two programs are reaching different markets, and both programs have appeal to people with various interests and goals.

D. Insurance. Of the twelve vans on the road thus far, all five vans purchased by individual Connecticut residents have been insured by the package offered by Allen, Russell & Allen. In fact, persons who have compared coverage have claimed that this package is the best deal available for the money. Also, cooperation of the insurance agency has been tremendous.

The seven vans insured by companies include four purchased by Yale University and three purchased by Janitor Services. Each of those institutions has its own insurance package available.

E. Mileage Ratios. All vans have adhered to the commuting mileage ratio set forth in the program guidelines.

F. Cooperative Effort. The Greater Hartford Ridesharing Corporation has a memorandum of understanding to administer this program for the Mid-State Regional Planning Agency. No vans have yet been purchased through that brokerage but some activity is expected during the next quarter.

G. Program Success. It should be noted that, during the first quarter of operation of this program, sale of vans proceeded without one problem. Every van was delivered on schedule and in each case the time involved in the actual sale was no more than ½ hour. All vans were delivered clean and in a condition acceptable to the buyers. This smooth operation of such a new and innovative program could not have been accomplished without the excellent groundwork laid out by representatives of the Department of Transportation and The Rideshare Company. The Rideshare Company performed as an effective liaison between the DOT and the van lessees, even with the transfer of responsibility for this program to the new Customer Services Coordinator. The great amount of cooperation among all parties involved has insured the success of this program, thus far.

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QUARTERLY REPORT

CONNECTICUT DEPARTMENT OF TRANSPORTATION

INTEREST-FREE VANPOOL LOAN PROGRAM

APRIL 1, 1983 - JUNE 30, 1983

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PART I: TABULATION

VAN	EQUIP. #	LESSEE	# OF RIDERS	DAILY ROUND TRIP MILEAGE	END OF QTR. ODOMETER
1	17-1676	Ron Hodgkins	9	60	7570
2	17-1673	Don Budlong	10	70	9291
3	17-1674	Yale Univ.	11	44	5254
4	17-1675	Yale Univ.	11	68	7839
5	17-1677	Janitor Serv.	11	29	3254
6	17-1678	Janitor Serv.	11	27	3296
7	17-1679	Janitor Serv.	11	32	3481
8	17-1680	Ron Wood	8	70	6247**
9	17-1683	Fred Seltenreich	9	120	8450
10	17-1681	Yale Univ..	10	50	3945
11	17-1682	Yale Univ.	10	45	3457
12	17-1684	Paul Bertrand	10	68	4886
13	17-1685	Bob's Inc.	11	100	3085
14	17-1686	Dom Palumbo	10	80	1711
15	17-1735	Ellis Stedman	9	100	997*
16	17-1734	Emil Antolik	12	100	1048*
17	17-1736	Arthur Zubrowski	12	96	1055*
18	17-1737	Alex Shlatz	12	80	372*

* odometer at time of purchase was approximately 200

** estimated - odometer broken

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PART II

NARRATIVE

1) Participants: Six new vans were sold through the interest-free loan program during this quarter. Following is a list of those vans, their driver/coordinators, origins, destinations, and dates of delivery.

VAN#	DRIVER/COORDINATOR	ORIGIN	DESTINATION	DEL. DATE
13	Joe Aresco	Middletown	Enfield	5/18/83
14	Dom Palumbo	Staf. Spgs.	Founders Pl.	5/31/83
15	Ellis Stedman	Canterbury	P&W	6/23/83
16	Emil Antolik	Brooklyn	P&W	6/23/83
17	Arthur Zubrowski	Lisbon	P&W	6/23/83
18	Alex Shlatz	Staf. Spgs.	P&W	6/28/83

Van #13 was purchased by Bob's Surplus for use in transporting employees from the home office in Middletown to their store in Enfield. No fares are collected from the employees for the ride.

Van #14 was purchased through the Connecticut Bank & Trust Co. (CBT) to replace a van previously purchased by CBT through the Department of Transportation.

Vans #15-#18 were 15-passenger vans sold to individual Connecticut residents operating vanpools to Pratt & Whitney in East Hartford from separate origins.

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2) Returns: During this quarter of operation of the Department of Transportation's Interest-Free Vanpool Program, no vans were returned prematurely.

3) Vehicle Operations: One driver reported a temporary malfunction of the odometer in his van. All drivers contacted have been very pleased with their vehicles. Regular maintenance is being adhered to by the van owners.

4) Promotion: Advertising posters (Exhibit A) and brochures (Exhibit B) were distributed by The Rideshare Company to interested employers for distribution and display at their worksites. Six return cards from the brochures have been received this quarter.

Radio advertising spots were run by the Northeast Regional Planning Agency, and several inquiries were received by that office.

Mid-State in Middletown was featured in a news story on WFSB-TV in which their representatives explained the purpose and operation of the interest-free vanpool program. Several inquiries to that office and one call to The Rideshare Company followed that broadcast.

Some of the callers represent interests which do not qualify for this program, i.e. non-residents, school or church groups, or persons just wanting to buy a van for their own personal use. This indicates that more public education of this program may be necessary. Mass media (radio, television, newspapers) is probably our best source, but the media will only publish or broadcast "newsworthy" information. Therefore, we should investigate ways to make the interest-free vanpool program "newsworthy" or find alternative methods of promotion.

Individuals who have purchased vans agreed to carry decals with The Rideshare Company logo on the back of their vans. This should give the Company greater visibility and generate more inquiries.

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5) Vehicle Demand: Six vans from the original delivery of 1982 12-passenger vans remain. These must be sold before any new orders are placed. In addition, a recent shipment of seven 1983 vans (four 15-passenger and three 12-passenger) produced four sales, leaving the three 12-passenger vans still available.

It is anticipated that at least four vans will be sold during this quarter, and an order for new 15-passenger vans should be placed soon, considering the 120-day wait time for delivery of a van. There are individuals who have stated a preference for 15-passengers and are still interested in purchasing vans.

6) Unanticipated Problems:

a) The four 15-passenger vans were finally delivered to interested buyers, but not without problems. The vans were expected during the previous quarter, but did not arrive until June 10. They were not delivered until June 23 and and June 28. Preparation problems resulted from miscommunications among the parties at the Department of Transportation and The Rideshare Company. However, the vans were delivered to the owners with no problems at the time of sale. Although the van owners had anticipated a delivery several weeks earlier, they were pleased to finally get their vans.

b) Yale University has several problems in handling its vanpool program, which has affected our monitoring of their vans. This is due to the fact that two separate departments at Yale have control over the vans: one department handles only payments for the vans, and the other coordinates all other responsibilities. The Rideshare Company will attempt to negotiate better communications between the two departments.

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7. PROGRAM OVERVIEW

A. Recordkeeping - The program being prepared by the Data Management Coordinator is in the process of being debugged and its implementation has been delayed. The Customer Services Coordinator and the Business Manager continue to keep an extensive file on each van on the road.

B. Van Pool Services, Inc. - VPSI vans continue to attract a different market; persons who become involved in driving a VPSI van generally have neither the desire nor resources to purchase a van. No VPSI vans have terminated due to a driver wanting to purchase a DOT van.

Van Pool Services continues to cooperate with The Rideshare Company by completing driver checks on persons interested in buying a van.

C. Insurance - Five of the six vans sold during this quarter are insured through Allen, Russell and Allen, using the insurance plan provided specially for the Interest-Free Vanpool Program.

The van purchased by Connecticut Bank and Trust has opted to insure the van through their own company insurance, In total, ten of the 18 vans on the road are now insured with Allen, Russell and Allen.

Allen, Russell and Allen continues to be most helpful and timely in issuing Certificates of Insurance for the vans.

D. Mileage Ratios - All but two vans recorded mileage that fell within the agreed-upon ratio of 75% for commuting.* Overall, the vans ran 88% of mileage for commuting. Following is a summary of mileage ratios by van:

VAN#	% OF MILEAGE COMMUTING
1	92
2	87
3	93
4	96
5	88
6	81

*Vans #16 & #17 were purchased during the last week of June and allowances are made for mileage estimation.

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VAN #	% OF MILEAGE COMMUTING
7	91
8	86
9	95
10	80
11	82
12	88
13	88
14	98
15	76
16	71
17	68
18	93

E. Cooperative Effort - Van #13, sold to Bob's Surplus of Middletown, was the result of a joint effort by The Rideshare Company and the Mid-State Regional Planning Agency. It becomes the first van sold through such a cooperative effort.

F. Program Success - The continued cooperation between the Department of Transportation and The Rideshare Company has helped to alleviate the impact of problems that did exist during this quarter, and ensures continued smooth operation of this Van Pool Program.

Different methods of recording program activity have been attempted by The Rideshare Company. It appears that all parties involved are becoming more comfortable with day-to-day operation as the number of participants in the program increases. Effective communication and consistency of actions now, while the numbers are still small, will ensure the continued success of the program in the succeeding months.

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EXHIBIT A

OWN YOUR OWN VAN

INTEREST-FREE

BY USING IT TO VANPOOL

FOR INFORMATION ON THE VANPOOL LOAN PROGRAM CALL 525-VANS OR 1-800-842-1910

THE RIDESHARE COMPANY
IN COOPERATION WITH THE
CONNECTICUT DEPARTMENT OF TRANSPORTATION

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Vanpooling is a great way to get to work! Eight to fifteen people from the same area ride to and from work in a van driven by one of the vanpool members. The service may be door-to-door, park-and-ride or other arrangement worked out by the group.

In the continuing effort to encourage vanpooling, the State of Connecticut Department of Transportation in cooperation with the Federal Highway Administration is purchasing approximately 90 (12 or 15 passenger) vanpool vehicles over the next one to two years to be utilized in a No-Interest Vanpool Loan Program. The Rideshare Company, a Hartford-based non-profit corp. will administer the program.

The Rideshare Company's free service will help organize your vanpool to operate on a cost-sharing, break-even fare structure.

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WHAT'S IN IT FOR YOU?

- Interest-Free Loan.
- Free commute; NO HIDDEN COSTS.
- The riders pay for the van.
- Personal use of the van evenings and weekends.
- Maximum commitment: 30 days.
- A back-up driver from within the pool takes over when the driver is unavailable.

WHAT DO YOU HAVE TO DO?

Enter into an agreement and fulfill the following:

- Provide 25% of the vehicle cost.
- Pay the remaining 75% in interest-free monthly payments.
- Use the van in an organized vanpool arrangement as specified.
- Adhere to a preventive maintenance schedule.
- Provide proof of insurance.
- Submit monthly mileage and revenue-expense forms.
- Possess a valid driver's license, a good driving and credit record.

THE RIDESHARE COMPANY

will help you find riders and determine your van's monthly fare by combining the operating cost (gasoline, maintenance, repairs, tires) and the fixed cost (insurance, taxes, depreciation). That total cost is then shared by your riders.

THE CONNECTICUT DEPT. OF TRANSPORTATION

provides the vans with the following features for passenger safety and comfort:

- Air conditioning and heat, front & rear.
- AM/FM stereo radio.
- Automatic transmission.
- V8 engine.
- Sun-screen privacy glass.
- Power steering.
- Power brakes.

The State will register and maintain ownership of the van for the vehicle program life, which is three to four years depending on the mileage. At the end of the program life the vehicle title will be transferred to the user/driver.

The contract may be terminated by either party upon 30-day written notice. The 25% downpayment, less unusual wear & tear, will then be returned to the user.

INTERESTED?

Just fill in the attached postpaid card and mail it to The Rideshare Company.

Or, even easier, just call The Rideshare Co. at 525-VANS (525-8267) or Toll-free 1-800-842-2150

YES! I'M INTERESTED IN OWNING MY OWN VAN.

NAME _____

ADDRESS _____

EMPLOYER NAME & ADDRESS _____

_____

PHONE (Home) _____ (Work) _____

WORK HOURS _____

There is no obligation involved in filling out this form.

EXHIBIT B

IN YOUR OWN VAN

INTEREST-FREE

BY USING IT TO VANPOOL

CONNECTICUT DEPARTMENT OF TRANSPORTATION IN COOPERATION WITH THE FEDERAL HIGHWAY ADMINISTRATION

The Rideshare Company
One Congress Street,
Hartford, CT 06114
(203) 527-4472

The Rideshare Company

NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES

BUSINESS REPLY CARD
FIRST CLASS PERMIT NO. 6639 HARTFORD, CT

POSTAGE WILL BE PAID BY ADDRESSEE

The Rideshare Company
One Congress Street
Hartford, CT 06114

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QUARTERLY REPORT

CONNECTICUT DEPARTMENT OF TRANSPORTATION

INTEREST-FREE VANPOOL LOAN PROGRAM

JULY 1, 1983 - SEPTEMBER 30, 1983

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PART I: TABULATION

VAN	EQUIP. #	LESSEE	# OF RIDERS	DAILY ROUND TRIP MILEAGE	END OF QTR. ODOMETER
1	17-1676	Ron Hodgkins	9	60	11413
2	17-1673	Don Budlong	10	70	15053
3	17-1674	Yale Univ.	11	44	8249
4	17-1675	Yale Univ.	11	68	12265
5	17-1677	Janitor Serv.	11	29	5654
6	17-1678	Janitor Serv.	11	27	5300
7	17-1679	Janitor Serv.	11	32	5645
8	17-1680	Ron Wood	8	70	7019*
9	17-1683	Fred Seltenreich	9	120	19969
10	17-1681	Yale Univ.	10	50	7840
11	17-1682	Yale Univ.	10	45	6329
12	17-1684	Paul Bertrand	10	68	10022
13	17-1685	Bob's Inc.	11	100	9362
14	17-1686	Dom Palumbo	10	80	4786
15	17-1734	Ellis Stedman	9	100	6114
16	17-1735	Emil Antolik	12	100	8399
17	17-1736	Arthur Zubrowski	12	96	8675
18	17-1737	Alex Shlatz	12	80	7853
19	17-1687	Paul Miller	11	100	4475
20	17-1688	Len Guerriero	10	130	3509
21	17-1689	Calvin Hilton	11	20	789
22	17-1690	Bob Boulais	9	32	465
23	17-1691	Dennis Baxter	11	32	215

*current odometer reading - odometer was not operating for several weeks

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PART II

NARRATIVE

1) Participants: The five purchasers listed below were all individual Connecticut residents who worked to form new vanpool groups or purchased their vans to replace another vanpooling situation.

NEW VAN PURCHASERS

VAN #	DRIVER/COORDINATOR	ORIGIN	DESTINATION	DEL. DATE
19	Paul Miller	Bloomfield	New Haven	7/19/83
20	Len Guerriero	Simsbury	Millstone III	8/26/83
21	Calvin Hilton	Middletown	P&W (Middletown)	8/18.83
22	Bob Boulais	Vernon	Hartford	9/15/83
23	Dennis Baxter	Middletown	P&W (Middletown)	9/22/83

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2) Returns: During this quarter of operation of the Department of Transportation's Interest-Free Vanpool Program, no vans were returned prematurely.

3) Vehicle Operations: The following operational problems were reported to The Rideshare Company during this quarter:

a) Van #20 - Len Guerriero reported that there were several spots on the roof of his van on which the paint has rubbed off, leaving bare and rust spots. He was advised to call the dealer, M & E Ford in Meriden. They, however, will not honor any claim since delivery of the vans was accepted by DOT as they were, and any cosmetic damages were not the responsibility of the dealership. This problem is still under investigation.

b) Van #15 - Ellis Stedman - Mr. Stedman had to bring his van to the Plymouth dealership in Norwich several times because of transmission problems. The van was apparently repaired to his satisfaction after his third visit to the dealer.

c) Van #10 - Yale University. This van has had a history of stalling on the highway, which caused several members of that vanpool to consider leaving the van. Service personnel at Hamden Chrysler-Plymouth were unable to locate the nature of the problem, until it was discovered that incorrect wiring was causing the engine failure.

Members of this vanpool were very concerned that there was no interest in their problem on the part of the Coordinator at Yale. Several of these riders contacted The Rideshare Company to express their concerns and were assured that both Rideshare and the State Dept. of Transportation were interested and involved in their problems.

d) Van #22 - Bob Boulais - also reported engine stalling. Burnside Chrysler-Plymouth in East Hartford drained and cleaned the gasoline tank, which alleviated the problem.

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4) Promotion: Advertising brochures continue to provide a source of contact for persons interested in purchasing a van. These brochures are on permanent display at several companies throughout the area, and are used for Rideshare Company employer-sponsored promotions. In addition, the Dept. of Transportation has information available to interested employees.

The Vice President of Marketing at The Rideshare Company is in the process of developing creative advertising for the interest-free program.

During the final quarter of 1983, it is anticipated that Van #25 will be sold. Also, during that time, The Rideshare Company anticipates placing the 100th VPSI-provided van on the road. The Vice President of Marketing will use these two newsworthy events to promote the Interest-Free Vanpool Program and ridesharing, in general.

The Rideshare Company includes the Interest-Free vans in its internal listing of vanpools on the road, for reference when prospective riders call in for information.

5) Vehicle Supply and Demand: As of September 30, 1983, one 1982 van remains unsold, as well as three 1983 12-passenger vehicles.

It is anticipated that vehicle demand will outweigh current supply during the last quarter of 1983, and no new shipments are expected before January, 1984.

There is a demand for both 12- and 15-passenger vehicles, which will be considered in the next bid for vans.

6) Unanticipated Problems: Yale University continues to have problems in handling its vanpool program, which has affected our monitoring of their vans. This is due to the fact that two separate departments at Yale have control over the vans: one department handles only payments for the vans, and the other coordinates all other responsibilities. The Rideshare Company is in communication with the two departments.

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7. PROGRAM OVERVIEW

A. Recordkeeping. The Customer Services Coordinator and the Business Manager continue to cooperate in tracking of payments to the State Treasurer.

The Customer Services Coordinator also continues to monitor individual vans' mileage, passenger lists and account balances.

B. Van Pool Services, Inc. One driver of a VPSI-provided van opted to return that vehicle in favor of purchasing an Interest-Free van during this quarter. That VPSI van was immediately reissued resulting in low termination cost to The Rideshare Company.

Van Pool Services continues to cooperate with The Rideshare Company by completing driver checks on persons interested in buying a van.

C. Insurance. All of the five vans sold during this quarter are insured through Allen, Russell & Allen, using the insurance plan provided specially for the Interest-Free Vanpool Program. In total, fifteen of the twenty-three vans on the road are now insured with Allen, Russell & Allen.

Allen, Russell & Allen continues to be most helpful and timely in issuing Certificates of Insurance for the vans.

D. Cooperative Effort. Mid-State Regional Planning Agency in Middletown continues to cooperate with The Rideshare Company in promoting the Interest-Free Vanpool Program.

Vans #21 and #23 were sold as a direct result of a ridesharing promotion by Mid-State at Pratt & Whitney, Middletown Plant.

E. Program Success. The continued cooperation between the Dept. of Transportation and The Rideshare Company has helped to alleviate the impact of problems that did exist during this quarter, and ensures continued smooth operation of this Van Pool Program.

Different methods of recording program activity have been attempted by The Rideshare Company. It appears that all parties involved are becoming more confortable with day-to-day operation as the number of participants in the program increases. Effective communication and consistency of actions now, while the numbers are still small, will ensure the continued success of the program in the succeeding months.

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PERSONAL MILEAGE ALLOWANCE

The following is a summary of the percent of commute mileage for each van:

VAN #	% OF MILEAGE FOR COMMUTING
1	98
2	77
3	93
4	97
5	84
6	85
7	84
8	100*
9	73
10	81
11	99
12	83
13	100
14	99
15	100**
16	86
17	79
18	67
19	89
20	89
21	92
22	76***
23	75***

*Current odometer reading available but cannot obtain ratio. Odometer was broken for several weeks.

**Van down time included - van did not attain expected mileage.

***Allowances made for new van start-up.

All but two of the vans were in compliance with the 75% commute mileage ratios. Those drivers who exceeded the 25% personal mileage limit will be contacted during October .

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QUARTERLY REPORT

CONNECTICUT DEPARTMENT OF TRANSPORTATION

INTEREST-FREE VANPOOL LOAN PROGRAM

OCTOBER 1, 1983 - DECEMBER 31, 1983

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PART I: TABULATION

VAN	EQUIP.#	LESSEE	# OF RIDERS*	DAILY ROUND TRIP MILEAGE	END OF QTR. ODOMETER
1	17-1676	R. Hodgkins	9	60	16,288
2	17-1673	D. Budlong		70	19,167
3	17-1674	Yale Univ.	11	45	10,462
4	17-1675	Yale Univ.	11	68	16,260
5	17-1677	Janitor Srvs.	11	9	8,003
6	17-1678	Janitor Srvs.	11	27	6,972
7	17-1679	Janitor Srvs.	11	37	7,559
8	17-1680	Ron Wood	8	70	11,155
9	17-1683	Fred Seltenreich	8	50	25,800
10	17-1681	Yale Univ.	11	50	11,352
11	17-1682	Yale Univ.	11	45	9,495
12	17-1684	Paul Bertrand	9	68	14,978
13	17-1685	Bob's Inc.	11	100	15,637
14	17-1686	Dom Palumbo	11	80	9,590
15	17-1734	Ellis Stedman	12	100	12,908
16	17-1735	Emil Antolik	10	100	17,255
17	17-1736	Arthur Zubrowski	12	96	15,300
18	17-1737	Alex Shlatz	14	80	16,360
19	17-1687	Paul Miller	11	100	11,251
20	17-1688	Len Guerriero	8	150	16,377
21	17-1689	Calvin Hilton	11	26	2,307
22	17-1690	Bob Boulais	11	30	2,593
23	17-1691	Dennis Baxter	10	32	2,199
24	17-1692	Jessie Turner	11	20	1,290
25	17-1731	Hardware Designers	11	105	9,000
26	17-1732	Hardware Designers	11	120	8,500
27	17-1730	Ralph Bauco	11	60	1,530

*does not include driver

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PART II

NARRATIVE

1) Participants: Four vanpool vehicles were purchased during the final quarter of 1983. Two vans were purchased by a company which relocated from New York to Waterbury, and two were acquired by Connecticut residents.

NEW VAN PURCHASES

VAN #	DRIVER/COORDINATOR	ORIGIN	DESTINATION	DEL. DATE
24	Jessie Turner	Middletown	P&W (Midd.)	10/21/83
25	Hardware Des.	Mt. Kisco,NY	Waterbury	10/25/83
26	Hardware Des.	Danbury	Waterbury	10/25/83
27	Ralph Pauco	Trumbull	Hamden	11/30/83

2) Returns:

a) During the quarter, the first premature termination of an Interest-Free van occurred. Donald Pudlong reported a loss in ridership to the point where his vanpool group was no longer viable. The van was returned on December 28, 1983 to Department of Transportation officials, and was accepted in good condition.

b) Termination procedure established:

The Department of Transportation and The Rideshare Company worked together to set guidelines for accepting a terminated vanpool. (see Appendix A)

3) Vehicle Operations:

a) Two vanowners put in insurance claims for windshield damage. Claims were settled on Van #2 (Donald Pudlong) and Van #16 (Emil Antolik).

b) Van #22 reported a stall-out on the highway, during a period of frigid temperature. The problem was diagnosed as a frozen fuel line, and was solved by the use of Dry Gas.

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c) Follow-up of previous problems:

1) Van #10, Len Guerriero, had the rust spots on the roof of his van repaired. Chrysler Corp. reimbursed Mr. Guerriero a portion of the total repair cost.

2) Van #10 - The repeated stalling problems with the van were finally traced to faulty wiring. The problem was corrected and the van has run well ever since.

4) Promotion: Advertising brochures continue to provide a source of contact for persons interested in purchasing a van. These brochures are on permanent display at several companies throughout the area, and are used for Rideshare Company employer-sponsored promotions. In addition, the Dept. of Transportation has information available to interested employees.

The Rideshare Company provides information to individuals or corporations when an inquiry is made by telephone or mail. The information packet currently used, however, needs to be updated. Therefore, the Customer Services Coordinator and the Vice President of Marketing are cooperating to prepare a new information package for the Interest-Free Vanpool Program.

Van #25 was sold on October 25, 1983. To mark this milestone, the Commissioner of Transportation presented the keys to representatives of Hardware Designers, Inc., purchasers of the van. Arrangements for this event were handled through the Office of Communications. This office was also responsible for preparing a press release and photograph for publication.

The Rideshare Company includes the Interest-Free vans in its internal listing of vanpools on the road, for reference when prospective riders call in for information.

5) Vehicle Supply and Demand: As of December 1, 1983, no vehicles were available for the Interest-Free Vanpool Program.

Requests for vans have been accepted by The Rideshare Company, anticipating delivery of new vans by April, 1984.

A total of twenty-five (25) 1984 vans will be ordered.

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6) Unanticipated Occurrences: The Rideshare Company has experienced excellent service from Allen, Russell and Allen, the agency which provides insurance for the Interest-Free Vanpool Program. Concern about that service was expressed when the agent who had been working directly with The Rideshare Company left Allen, Russell and Allen at the end of December.

The most immediate concerns at that time were policy renewals and the issuance of new insurance cards for the vans. Allen, Russell and Allen was able to prepare and mail new cards to all of the insured owners in a timely manner.

7) PROGRAM OVERVIEW

A. Recordkeeping. The Customer Services Coordinator and the Business Manager continue to cooperate in tracking of payments to the State Treasurer. The Business Manager reports individual vanpool owners' payments and balances monthly to Dept. of Transportation officials. The Customer Services Coordinator also continues to monitor individual vans' mileage, passenger lists and account balances.

B. Van Pool Services, Inc. Van Pool Services, Inc. continues to cooperate with The Rideshare Company by completing driver history checks on persons interested in buying a van.

The Van Pool Services, Inc. Project Manager also offers assistance to The Rideshare Company on questions regarding fleet administration.

C. Insurance. All of the four vans sold during this quarter are insured through Allen, Russell and Allen, using the insurance plan provided specially for the Interest-Free Vanpool Program. In total, nineteen (19) of the twenty-seven vans (27) on the road are now insured with Allen, Russell and Allen.

Allen, Russell and Allen continues to be most helpful and timely in issuing Certificates of Insurance for the vans.

Agents at Allen, Russell and Allen worked with CIGNA to keep 1984 insurance rates for vanpool owners the same as offered for 1983. This includes both the rates for individual residents and for employers. Further, a billing system was established which will allow participants to pay premiums on a quarterly basis.

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D. Cooperative Effort. Mid-State Regional Planning Agency in Middletown continues to cooperate with The Rideshare Company in promoting the Interest-Free Vanpool Program.

Van #24 was sold as a direct result of a ridesharing promotion by Mid-State at Pratt & Whitney, Middletown Plant.

Metropool, Inc. of Stamford is in the process of organizing its own administration of the Interest-Free Vanpool Program. The Rideshare Company continues to provide assistance in the development of Metropool's Interest-Free administration.

E. Program Success. The continued cooperation between the Department of Transportation and The Rideshare Company has made the Interest-Free Vanpool Program a success in its first year of operation. Both offices are receiving an increasing number of inquiries regarding the program.

All of the first two shipments of vans were on the road by December 1, and a waiting list has been established for 1984 vans.

The first terminated van was accepted from the user; the procedure established proved to be satisfactory for all parties involved.

F. Program needs. It appears that the public is aware of a program which offers low- or no-interest loans for the purchase of new vehicles. However, several people who inquire to The Rideshare Company have misconceptions about the Interest-Free Loan Program. A program to promote greater public awareness about ridesharing in general and this program in particular should be considered.

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COMMUTE MILEAGE

The following is a summary of the percentage of mileage used for commuting by each van:

VAN #	% MILEAGE	VAN #	% MILEAGE
1	78	15	93
2	100(a)	16	72
3	100(a)	17	91
4	100(a)	18	66
5	78(b)	19	93
6	100	20	76
7	100	21	100(a)
8	95	22	89
9	100(c)	23	94
10	90	24	88
11	90	25	100(d)
12	86	26	100(d)
13	100	27	83(e)
14	100		

(a) includes downtime and vacations
(b) van used for company errands
(c) worksite changed during quarter - now at Sikorsky Aircraft
(d) several weeks of double shift transportation
(e) allow start-up mileage

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APPENDIX A

INTEREST-FREE VANPOOL PROGRAM

Procedures for van termination

The Department of Transportation and The Rideshare Company worked together to set guidelines for accepting a terminated vanpool:

1) Notification by van owner. 30-day notice of termination is required under the Operating Agreement. Acknowledgement in writing to be made promptly by Customer Services Coordinator.

2) Termination agreement is prepared. This document is to be signed by the user and the President of The Rideshare Company. (Appendix B)

3) Customer Services Coordinator will make every attempt to sell the van to another group. Potential new owners are offered the van under agreement to take over balance of loan payments, when they provide the original downpayment amount.

   A maintenance account will be established for the new vanpool group, the amount of which will be equal to the balance of the account available for that van.

4) Customer Services Coordinator will work with the user and Dept. of Transportation officials to establish a date and time for delivery of the van.

   All vans will be returned to the Dept. of Transportation at 24 Wolcott Hill Rd., Wethersfield unless otherwise arranged.

5) If no new owner is found within two weeks of the return, the vehicle will be sold at auction by the Dept. of Transportation. The previous owner will receive a refund of the downpayment, less an administrative fee. The administrative fee for original owners of Vans #1-27 will be $65. All others will be assessed $75.

6) If a new owner purchases the van, The Rideshare Company will assist in obtaining riders, setting fares, insuring the vehicle and setting date and time for delivery of the van.

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TERMINATION OF OPERATING AGREEMENT

I. The Operating Agreement for use of a vanpool vehicle by Donald Budlong is hereby terminated for one or more of the reasons indicated below:

_____ loss of riders
_____ change/loss of user's employment
_____ failure to make monthly payments
_____ loss of user's driver's license
_____ user operated vehicle in reckless manner or while under the influence of alcohol or drugs
_____ user has not complied with the terms of this Agreement

II. Vehicle Description

A) Make: Plymouth

B) Model: Voyager

C) Year: 1982

D) Color: Blue

E) VIN # 2P5WB31POCK173352

F) DOT Eq. # 17-1673

G) Mileage Reading _____
(to be completed upon delivery of vehicle)

III. The user shall receive a refund of the original participation amount of $2,789.75. less the following deductions:

A) Any outstanding monthly payments

B) Cost of repairing any undue wear and tear on the vehicle

C) $ 40.85, balance of user's maintenance account. User must show balance of account or GHRC will determine maintenance account balance.

D) A $65 administrative fee will be charged if the State sells the vehicle at auction. GHRC will make every effort to place this vehicle with another group to avoid auction.

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IV. The user shall be ineligible to reapply for participation in the Interest-Free Vanpool Program for a period of 180 days from return of the vehicle. The user may reapply on or after June 28, 1984.

V. All conditions of termination have been met.

_____ _____

Greater Hartford Ridesharing Corporation Date

_____ _____

User Date

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*U.S. GOVERNMENT PRINTING OFFICE : 1984 0-461-816/10223

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